



Chandler • Arizona
Where Values Make The Difference

Initial Site Plan Set Submittal Guide For New Commercial Projects

Your project is now ready for the initial formal plan review by City staff. To ensure an uncomplicated first submittal, please follow the guidelines listed below.

Carefully review your submittal package to verify all necessary items are included. The City can only provide a complete review if you provide a complete submittal package.

All plan reviews are conducted on a 20 working day schedule. A Construction Permit Representative will contact you when your review is complete.

Submittal Requirements

A. Application form(s).

1. Building Permit Application (please include the Assessor's parcel number, which is critical to permit fee calculation and assessment).
2. Encroachment/Offsite permit application. (You may provide this any time following the initial plan set submittal.)
3. Certificate of Area.
4. Water Meter Certificate.

B. Building and Civil Engineering plan review fees (payable by check or cash only).

For information regarding fees, please call (480) 782-3000 and ask for a Construction Permit Representative. Plan review fees are due at the time of submittal.

C. Eight sets of plans, 24" x 36".

1. One set for addressing, to include:
 - Cover sheet
 - Vicinity map
 - Site plan designating location and building/unit/suite number(s)
2. Two sets for building plan review, each to include:
 - Architectural site plan
 - Architectural building plan
 - Mechanical plan
 - Electrical plan
 - Plumbing plan
 - Fire sprinkler system plan (include the completed "Fire Department Review Guide for Fire Sprinkler Systems")
 - Hydraulic calculations (2 copies)

Mailing Address:
P.O. Box 4008, MS 406
Chandler, Arizona 85244-4008

Planning and Development Department
Development Services Division
215 E. Buffalo St., Chandler Arizona 85225

Telephone: (480) 782-3000
Fax: (480) 782-3055
www.chandleraz.gov

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- Fire alarm plan (include the completed “Fire Department Review Guide for Fire Alarm Systems”)
 - Hazardous Materials Plan
 - Material Safety Data Sheets, if applicable
 - Structural Engineering calculations and sheets (2 copies)
 - Truss calculations (2 copies)
 - Geotechnical report (1 copy)
3. One set for Site Development plan review, to include:
- Architectural site plan
 - Architectural building plans
 - Mechanical plan
 - Electrical plan
 - Plumbing plan
 - Grading and Drainage plans
 - Landscape and irrigation plans for development
 - Landscape and irrigation plans for medians
 - Sign plan, if applicable
 - Development phasing plan (if applicable)
 - Building elevations and details
 - Color elevations, if available
 - Legal description on site plan
 - Maricopa County Assessor parcel number
4. Four sets for civil plan review and Public Works Department review, each to include:
- Civil plans
 - Architectural site plan
 - Landscape and irrigation plans
 - Development phasing plan (if applicable)
 - Underground fire line (include a completed “Fire Department Plan Review Guide for Undergrounded Fire Lines”)
 - Legal description on site plan
 - Maricopa County Assessor parcel number
 - Soils Report
 - Drainage Report